

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 72-01.A

Subject:

DATE: 03/08/90

Sunset Review:

CENTER HOUSING POLICIES

1. PURPOSE. This directive promulgates the policies concerning the assignment of Center housing facilities. It also establishes policy concerning payment of allowances for lodging of visiting instructors and staff at the Glynco facility.

2. SCOPE. The policies contained in this directive apply to all personnel receiving training at the Glynco training facility. It also applies to Center staff detailed to Glynco from one of the other Center training sites and to participating Organization staff in regard to method of payment and/or allowances for lodging on the Glynco facility when paid/reimbursed by the Center.

3. CANCELLATIONS. FLETC Directive 72-01.A, Center Housing Policies, dated December 28, 1987.

4. REFERENCES.

a. 5 U.S.C. 5911 (e); 44 Com?. Gen. 626, April 25, 1965; 49 Comp. Gen. 815, May 28, 1970; comp. Gen. B-170618, October 15, 1970; and Comp. Gen. B-177752, May 17, 1973.

b. Treasury Directive 74-07, Department of the Treasury Travel Regulations.

c. FLETC Directive 70-10.A, Dormitory Regulations.

d. FLETC Directive 72-01.B, Use of FLETC Conference and Seminar Facilities.

e. FLETC Directive 20-01.3, Policy on Training Reimbursement.

f. FLETC Directive 20-01.C, Participating Organization Advance Training Reimbursement Costs.

5. BACKGROUND.

Since the establishment of Glynco as a consolidated training institution, it has been the Federal Law Enforcement Training Center's policy that students will reside on the facility if space is available. It has been determined that on-site residence is an essential factor in creating a living environment which facilitates the intensive law enforcement training connected by the Center.

Specifically, on-site residence is necessary for the following reasons:

a. Facilitation of attendance at training sessions Daily training schedules often call for students to be at various locations on the facility, and on-site residence provides the capability of organizing and coordinating transportation to ensure timely arrival and attendance.

b. Discussion of training material and its application to the elements of the law enforcement community. Residence on the facility provides an environment for the students to discuss and study training material outside of formal instruction, and facilitates the intensive interactive training program which the Center was established to provide. Furthermore, on-site residence facilitates the exchange of law enforcement experience between students from the numerous participating agencies which enhances understanding and networking between the various elements of the law enforcement community.

c. Change of clothing. Because the students are involved in such varied activities as classroom instruction, firearms instruction, aquatic survival instruction, physical training and outdoor practical training, residence on the facility provides easy access location for bathing and clothing change so that the . training schedule is not interrupted by trips to various motels outside of the facility.

d. After hours access to remedial instruction and to the library. Residence on the facility provides access to remedial instruction when required and encourages the use of the library for required and independent research. The learning resources of the library continue to be expanded and are critical to the student's learning experience.

e. Access to the gymnasium and athletic fields. Students receiving training are strongly encouraged to take part in a physical fitness program at the Center which includes racquetball, softball, swimming, jogging, weight lifting, and other physical conditioning endurance activities. Sound physical conditioning is necessary for successful completion. of the physical training courses offered by the Center, and is necessary for law enforcement officers. Access to these specialized facilities is enhanced by residence on the Center.

f. Student Discipline Student discipline is fostered by residence on Center, which is particularly important for Basic students who are beginning their law enforcement careers.

g. Communications. Residing on Center facilitates timely communication in emergency situations or in the event of schedule changes.

6. DEFINITIONS.

a. Basic Students are trainees enrolled in Center Basic and Agency Specific Basic training programs.

b. Advanced students are trainees enrolled in established Center Advanced, Agency Advanced, or Office of State and Local Training programs.

c. Conference/Seminar Attendees are generally mid-or senior-level management officials participating in Center or agency sponsored conferences or seminars that are not basic or advanced training and which do not require the special features of on-Center residency enumerated under paragraph 5.

d. Guests are only those individuals performing business which directly relates to official Center or Government operations. These may include but are not limited to: members of the Center's Board of Directors; graduation speakers; contractor personnel when deemed to be in the best interest of the Center; and Federal agency representatives. Questions about whether an individual meets the above criteria should be referred to the Assistant Director (Administration).

e. Visiting Instructors are individuals assigned to provide instructional support to Basic, Center Advanced, or Agency Advanced training programs.

f. Center Contract Housing is the number of rooms for which the Center guarantees payment exclusive of our option to increase the number of rooms with two weeks' prior notice to each contractor.

g. Staff is any administrative, instructional, clerical or support personnel.

7. POLICY. The Center will assign student and instructor/guest housing in a manner which is in the best interest of the individual, his/her agency, the Center, and participating organizations. Personnel involved in the assignment process will make determinations based on the resident student population, the duration of stay, and the occupancy capacity of the facility. Policy concerning reimbursement for the use of Center housing and the cost thereof are addressed in References e. and f.

a. Student Housing.

(1) Basic Training Students

(a) Students must reside in on-Center housing, if available. Meals will be taken on Center.

(b) If no on-Center housing is available, Center contracted housing off Center must be utilized. All accommodations, will be double occupancy and meals will be taken on Center at no cost to students.

(c) Agencies will reimburse the Center for all lodging and meal costs as outlined in FD 20-01.B, Policy on Training Reimbursement.

(2) Advanced Training

(a) If housing is available on Center, students must utilize on-Center housing and meals are to be provided on Center. The Center will be reimbursed for all lodging and meal costs by the students' agencies as outlined in FD 20-01.B, Policy on Training Reimbursement.

(b) If no housing is available on Center, but housing is available in Center contracted housing off Center, the Center contracted housing must be utilized. Participating agencies have the option to allow single room occupancy on a space available basis but must inform the Scheduling and Allocation Division (SAD) in advance and pay the additional cost involved. The Center will be reimbursed the full cost of the single or double occupancy room as appropriate.

(c) If no Center Contract Housing is available, the agencies may make their own housing arrangements. Agencies may, based on space availability, utilize any Center Lodging Blanket Purchase Agreement which may be in effect. Arrangements can be made by contacting the SAD at extension 2486.

(d) When students are housed off Center, agencies have the option to require all meals to be taken on Center at "no cash cost" to students or to allow students to buy all meals from a daily allowance paid by the Agency. The Center will be reimbursed for all students who eat on the "no cash cost" basis.

(3) For both Basic and Advanced students housed off-Center, an exception will be granted, with prior written notice to the SAD where the agency prefers to allow an entire class to take weekend and holiday meals off Center. A different color I.D. must be issued to students under this exception. Weekend meals are defined as beginning with Saturday breakfast and ending with Sunday dinner.

(4) Conference and Seminar attendees under normal circumstances shall reside in Center housing, if available. Due to the variety and unique nature of some conferences/seminars, off-Center housing may sometimes be more efficient. Therefore, requests to utilize Center conference and seminar facilities when attendees are residing off Center will be considered on a case-by-case basis by the Assistant Director (Administration).

(5) It is the policy of the Center that, whenever practicable, all students of the same class will be housed in the same facility without regard to race, sex., color, or ethnic background. Exceptions to this policy involve assignments to Dormitory 63, where lack of individual bathroom facilities makes it unsuitable for combining male and female students. Students of the same sex will be housed in facilities where there are two or more occupants per room or living area, or in units where bathroom facilities must be shared. For purposes of this directive, a living area in the townhouses is considered to be a townhouse unit (three or four bedroom unit). Additionally, the grade/position of students may be a factor in housing assignments.

(6) When necessary, due to limited availability of housing, and when agreed to by the parent agency and appropriate Assistant Director, Advanced classes may be divided among on-Center housing or split between on/off-Center housing.

(7) Special accommodations for handicapped students are available in Dormitory 96. Detailed requests shall be submitted to the SAD to reserve these facilities and to assure appropriate specialized equipment requirements are available.

b. Early Arrivals/Late Departures. The Center will normally provide food and lodging one day prior to the date classes convene, during inclusive dates of training and up to two meals on the designated departure date. Upon written request from the student's parent organization, the Center may authorize exceptions to the policy as specified below. '

(1) Incoming and graduating students experiencing transportation problems who must check in early or depart late may be exempted from the one day limitation upon approval of the Chief, SAD, Office of Administration. The student's parent organization will be billed for the extra days.

(2) Students completing one training program who are staying over to attend another program are exempted from the one day limitation. If the layover between training courses includes normal workdays, the appropriate organization representative must state in writing that the student is in a duty status during the non-training period and that the organization will reimburse the Center for the extra days.

(3) Students arriving early because travel orders were incorrectly prepared are exempted from the one day limitation. Parent organizations will be billed unless erroneous information had been provided by Center staff.

(4) A student is exempted from the one day limitation if an illness or injury prevents the student from departing. Organizations will be billed only if the student is in Center housing.

(5) Exemptions requested by the parent organization for other extenuating circumstances may be granted by the Chief, SAD. Billing determinations will be made on a case-by-case basis.

The Center will not provide food and lodging for students who arrive early or depart late, except as specified. Students who stay in the area for personal reasons must make arrangements for off-facility room and board.

c. Instructor/Staff/Guest Policy.

(1) Guests will be assigned housing as space permits and in consideration of factors such as training priorities, length of stay and number of agency requests. When available, housing will be assigned as outlined in paragraph 7c(3).

(2) Instructors/staff will reside in Center housing when available. Housing will be assigned in accordance with priorities outlined in Paragraph 7c(3J).

(3) Center housing will not be used for temporary quarters involving a permanent change of station. A housing request exceeding 60 days must be submitted and justified in writing by the parent organization to the Assistant Director (Administration). Assignments to Center housing will be made in the following priority order:

| <u>Length of Stay</u> | <u>Area</u> |
|-----------------------|-----------------------|
| 1-7 days | *Command Circle |
| 1-30 days | Kiefer Circle |
| Over 30 days | Instructor Townhouses |

Maximum stay - One year

*To be assigned in accordance with policy set forth in FD 72-01.B, Use of FLETC Conference and Seminar Facilities

(4) All billings for housing will be at a rate that combines the daily rates published for "Lodging and miscellaneous" in the most current FD 20-01.B, Policy on Training Reimbursement.

(5) Requests for visiting instructors/guests housing requirements must be submitted on Form FTC-ADM-26, Housing Request (Attachment 1), to SAD at least seven working days prior to their scheduled arrival. Agency/FLETC Program {tanagers or above will sign as the Authorizing Official on the FTC-ADM-26. Any additions, deletions, or other changes to the initial submission may be made by calling SAD, FTS 230-2269.

(6) Males will not be housed in the same unit with females unless prior requests have been made by On-Site Organization representatives, or equivalent level agency representatives.

d. Allowances. Per diem allowances for specific situations are as follows when paid/reimbursed by the Center.

(1) Instructors/staff/guests residing in FLETC housing. The meals and incidental expenses allowance (M&IE) for the Brunswick area as provided for under Federal Travel Regulations will be granted. As no lodging expense is incurred, the travel advance will be limited to the allowance.

(2) Instructor-staff assigned for less than 30 calendar days who decline available FLETC housing. The per diem rate allowed will be equal to the daily rates published for "Lodging and Miscellaneous" in the most current FD 20-01.B, Policy on Training Reimbursement, plus the M&IE allowance for the Brunswick area as provided for under current Federal Travel Regulations. Employees who decline FLETC housing will be personally responsible for any lodging costs over and above the current daily rate for on-Center lodging and miscellaneous as described in FD 20-01.B. Participating agencies may reimburse their employees for additional costs at the agency's discretion.

(3) Center housing not available. If Center housing is not available, the allowance will be the per diem rate for the Brunswick area as provided for under current travel regulations.

(4) Per Diem/FD 20-01.D Lodging and Miscellaneous Rates. Current rate information may be obtained from the Travel Clerk in the Budget and Finance Division.

e. Exceptions

(1) As the resident student population permits, less cost efficient facilities, such as the townhouses, will not be utilized. This will reduce operating costs, save valuable fuel/energy resources and reduce need for maintenance.

(2) Any deviations from policies stated in this directive must be approved by the Assistant Director (Administration).

8. RESPONSIBILITIES.

a. Participating Organization Representatives will ensure that a pre-roster for each class to be scheduled is furnished to the SAD at least five working days prior to the start of the class.

b. The Scheduling and Allocation Division will:

(1) Be responsible for ensuring that the policies outlined herein are properly executed.

(2) Resolve problems which arise at the registration office involving unusual or unscheduled instructor/guest/student assignments.

(3) Ensure that the Assistant Director (Administration) is apprised of any problems which develop that affect this policy and recommend policy changes as appropriate.

(4) Advise the appropriate Program Manager of problems involving the conduct of students in the dormitories.

(5) Provide the Dormitory and Housing Contractor with current computer printouts of dormitory and room assignments.

(6) Ensure that dormitory facilities are assigned in accordance with Paragraph 6.

(7) Ensure that all instructor/guest housing is assigned in accordance with policies and procedures outlined in this directive.

(8) Notify participating agency representatives of student housing arrangements for each Agency Specific Basic or Agency Advanced training program during the calendar quarter prior to the quarter in which the class starts. Every effort will be made to confirm housing arrangements by no later than four weeks prior to the start of each class. Confirmed Agency Advanced housing arrangements will not be changed within four weeks of the start of a class unless the participating agency representative is contacted and agrees to the change.

c. The Dormitory and Housing Contractor will:

(1) Carry out the dormitory and housing policies established by the Center.

(2) With the exception of emergency situations, obtain approval of the Chief, SAD, on proposed moves of groups or individual students.

(3) Resolve operational problems within the scope of the contract. Immediately report any problems with students and/or instructors, or guests to the Chief, SAD, for resolution or referral to appropriate official.

(4) Handle individual room changes as requested by SAD. Report any related or potential problems to the Chief, SAD, for resolution.

(5) Meet on an as needed basis with the Chief, SAD, to discuss policies and operational procedures.

(6) Report any dormitory or room maintenance problem to SAD if closure is required.

d. The Contract Administrator, Procurement Division will

(1) Ensure the contractor works within the specifications and conditions outlined in the dormitory and housing contract.

(2) Meet with the Chief, SAD, and the contractor on an as needed basis to discuss contract operations, compliance, and performance.

(3) Report in writing any problems or potential problems to the Chief, Procurement Division.

9. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director

Attachment available from SAD